



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR I, SUPERVISOR

\$4,746 - \$5,726

ACCOUNTING SERVICES BUREAU
SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator III (Chief of the Accounting Services Bureau), this position is responsible for providing direction, establishment of policies and procedures impacting the maintenance, reporting and financial records relating to the Tax and Securities Section in the California Department of Insurance. Specific duties are as follows:

- Plan, organize, and direct the workload for the Tax and Securities Section.
- Ensure the timely collections and accurate recording of all insurance taxes.
- Ensure the timely and accurate processing of all security deposits.
- Ensure the timely and accurate monthly reconciliation on security records with the State Treasurer's Office and outside Depository Banks.
- Ensure the timely preparation and submission of the required financial statements to state control agencies.
- Assist the Bureau Chief in developing and implementing the necessary policies and procedures to maintain proper internal controls.

DESIRABLE QUALIFICATIONS:

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Administrator I, Supervisor, level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Ellen Uy, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate "Accounting Administrator I, Supervisor #192-4549-004" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3381.

FINAL FILING DATE: September 25, 2006 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

pb09/14/06

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.